

ELISKA ANN ZAVARISE



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SKILLS

- Excellent Communication Skills
- Reading Comprehension
- Private Instruction
- Key Account Management
- Sales Territory Growth
- Database Management
- Direct Sales

EDUCATION

**Indo-Italian Chamber of Commerce
& Industry**

Chennai , India • 12/2011

**Certificato Di Lingua Italiana
Level 1 : Italian Language**

Loyola College

Chennai , India • 04/2006

Bachelor of Arts: French

Alliance Française De Madras

Chennai , India • 12/2005

**Diplôme D'études En Langue
Française : French**

Alliance Française De Madras

Chennai , India • 07/2005

**Forum 1 : 160 Heures De Cours De
Française**

Stella Maris College

Chennai , India • 04/2003

Bachelor of Arts: English Literature

PROFESSIONAL SUMMARY

- Excellent communication and interpersonal skills and a persuasive negotiator.
- Successful in communicating with people at all levels and with other departments as needed to best serve the client.
- Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude.
- Willingness to take on added responsibilities to meet team goals.
- Reliable employee with excellent communication and good judgment.

ACCOMPLISHMENTS

Interned at The Raintree Hotel for the period of one month from Dec05 - Jan06 as part of an internship programme through Loyola College, Chennai.

Promotion to Senior Sales Executive in year one.

Awarded Best Sales Person Award - July 2007.

WORK HISTORY

Self - Private English Tutor

UGGIATE TREVANO • 07/2020 - Current

- Providing end-to-end English Tutoring lessons for students from Middle School to University , including but not limited to ; Written, Spoken English and Exam Preparation .
- Tutoring students to develop a better comprehension of English course materials and understanding of assignments to improve academic success.
- Working independently with meticulous attention to detail.

**Vestian Global Workplace Services - Manager Business
Development**

Chennai , India • 08/2010 - 10/2012

- Ability to track and follow new business opportunities. Excellent lead generation and development skills.
- Improved operations through consistent hard work and dedication.
- Exceeded goals through effective task prioritization and great work ethic.
- Developed and maintained courteous and effective working relationships.
- Served customers and followed outlined steps of service.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Worked with clients with regards to their Residential Requirements.
- Carried out day-day duties accurately and efficiently.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

UGL Equis - Asst.Manager - Business Development

Chennai , India • 10/2008 - 08/2010

- Used coordination and planning skills to achieve results according to schedule.
- Developed and maintained courteous and effective working relationships.
- Carried out day-day duties accurately and efficiently.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Resolved problems, improved operations and provided exceptional service.
- Served customers and followed outlined steps of service.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Offered friendly and efficient service to customers, handled challenging situations with ease.

The Raintree an ECOTEL Hotel - Key Account Manager

Chennai , India • 05/2006 - 09/2008

- Met existing customers to review current services and expand sales opportunities.
- Developed, maintained and utilized diverse client base.
- Demonstrated consistent track record of overachieving sales quotas.
- Consistently achieved top ranking in revenue and profit growth.
- Worked with sales team to collaboratively reach targets, consistently meeting or exceeding personal quotas.
- Developed new business relationships and maintained existing through regular communications and effective account management.
- Met with customers to discuss and ascertain needs, tailor solutions, and close deals.
- Attended monthly sales meetings and quarterly sales trainings.
- Completed call reports, paperwork and on-going personal training by required deadlines.

LANGUAGES

English



Bilingual or Proficient (C2)

French



Intermediate (B1)

Italian



Upper intermediate (B2)

Tamil



Upper intermediate (B2)